



Safeguarding: Information for Employers

What does safeguarding mean for you?

- Providing students with a safe working environment.
- Recognising and reporting to us any young person or vulnerable adult who are suffering, or are likely to suffer, significant harm.

Who is a vulnerable adult?

A person who is, or may be in need of, community care due to age (usually elderly people), disability, mental health, or illness and who is unable to take care of themselves, or to protect themselves against significant harm or exploitation.

What role do we play?

We are required through government legislation to make sure that everyone working with young people (up to the age of 18) or vulnerable adults understands their responsibility to keep them safe.

We will take appropriate action to ensure that young people and vulnerable adults are kept safe in the home and work.

As an employer you need to:

- Identify a named member of staff to be the key point of contact for the young person/vulnerable adult
- Make sure that:
 - All learners feel the working environment is safe and welcoming, and that all individuals are respected equally;
 - Vulnerable learners are involved in individual risk assessments and understand the arrangements to help them stay safe;
 - Learners are aware of their own duties and responsibilities in creating a safe environment for everyone;
 - Learners implement safe working practices;
 - Learners understand and use internet safety measures;
 - Learners understand abuse, discrimination, bullying and harassment and know what actions to take if they occur;
 - Complaints about safety-related matters are tackled rapidly and effectively
- Know who to contact at the Development Fund if you have any concerns about a Learners welfare
- Record and date all concerns and pass these along to designated safeguarding staff, following protocol outlined below



- If you receive an allegation of abuse about a member of staff, follow the protocols outlined and report this directly to the Safeguarding Co-ordinator at the Development Fund.

Key 'at risk' groups

The list below is not definitive and we must be alert to the needs of all learners, but we may need to monitor some learners who fall into these categories more closely.

- People with learning difficulties and/or disabilities
- Young offenders and other ex-offenders
- Young carers
- Young parents
- Looked after children (i.e. in the care of the local authority) and care leavers
- Homeless (including those in temporary or insecure accommodation)
- Learners with social, emotional or behavioural difficulties
- Chaotic family backgrounds or violence in families
- Addiction issues (drugs, alcohol)
- Young people who are isolated
- Young people with mental health difficulties

Other factors that may increase the risk of bullying or discrimination:

- Sexuality
- Gender identity e.g. transgender
- Black and Asian Minority ethnic groups
- Minority religions
- Other minority factor within group (e.g. gender or appearance)

Protocol for dealing with an incident

If you see or hear something which makes you think that a young person or vulnerable adult may be at risk or may be being abused, you must report it.

Abuse may be identified by, but is not limited to, the following categories:

Physical Emotional Sexual Neglect Discrimination Financial

Bullying (and cyber-bullying)

Safeguarding concerns may present as:

- Harm to self or others
- Bullying or discrimination (victim or perpetrator)
- Child protection concerns (emotional, sexual, physical abuse or neglect)
- Emotional distress including, mental health concerns



- Severe behaviour/social issues
- Serious financial hardship

Concerns may also present as;

- Child Sexual Exploitation (Sexual exploitation is taking advantage of someone sexually. This can be through threats, bribes, violence, or humiliation to have the power to get someone to do sexual things for someone or other people's enjoyment)
- Domestic Violence
- Fabricated or Induced Illness
- Faith Abuse (This is where a belief in witchcraft, spirit possession and other forms of the supernatural can lead to children being blamed for bad luck, and subsequently abused)
- Female Genital Mutilation
- Forced Marriage
- Gangs and Youth Violence
- Violence Against Women and Girls
- Private Fostering arrangements
- Radicalisation and the Prevent Agenda (Prevent is part of the Government counter-terrorism strategy. It's designed to tackle the problem of terrorism at its roots, preventing people from supporting terrorism or becoming terrorists themselves. Prevent is about supporting individuals who are at risk of radicalisation away from becoming terrorists, or supporting terrorism)
- Human trafficking and modern slavery

If a young person or vulnerable adult discloses something of concern, you should:

- Listen carefully and stay calm
- Do not promise confidentiality, or to keep information a secret. *You will have to talk to someone else.*
- Do not ask leading questions – remember, it's not your job to investigate, just to listen.
- Reassure the person that by telling them, they have done the right thing. Take every disclosure seriously.
- Record your concern and the content of any conversation using the learners own words as much as possible. Sign and date this information.
- Report this information immediately to your point of contact at the Development Fund. You can also contact the Safeguarding team directly (details on final page.)



Remember - Your responsibility is to record and report any concerns in a timely fashion.

Employers or work placement providers should not investigate concerns or allegations themselves, but should report them immediately to one of the Development Fund's designated members of staff identified below.

The designated member of staff will decide whether:

- To provide advice to the referrer
- To handle the concern internally i.e. within the Development Fund
- To consult with the local social services department for advice
- To make a formal referral to social services or the police

Individuals should never deal with abuse disclosures in isolation.

Please report any safeguarding incidents to:

Lorraine Hancock

Head of Safeguarding

Lorraine.hancock@thedevelopmentfund.co.uk

Office: 0116 242 3663

Mobile: 07516 683359



Professional Boundaries

You must protect yourself against allegations of abuse and we must, at all times, build positive relationships with learners. We must set and maintain high standards and ensure that we have clear boundaries of conduct and behavior.

Always remember that the relationship between you and learners is of a professional nature. Learners are not your friends and you should ensure that you protect yourself as well as your learners.

- Avoid situations where you leave yourself vulnerable and open to possible allegation of abuse by young people/adults at risk or their parents/carers.
- Try to ensure that other adults are within earshot and preferably in sight if you need to see someone on your own, although we recognize that this is not always possible, e.g. if you are a small business.
- Do not rely on your good name and professional reputation to protect you.
- Do not ignore anything you hear, see or read which troubles you about a young person or adult at risk.
- Seek to develop mutual respect in your dealings with learners by your own example.
- Do not provide learners with your personal details e.g. personal mobile phone number (unless you are a small business with a combined work/home phone) home phone number, email address or Facebook detail. Should you enter into personal communication with a student about protection concerns then the responsibility to report these concerns to the relevant agency will fall to you personally as a member of the public rather than someone working in partnership with the Development Fund.

*This leaflet is designed to help you to act correctly and confidently should you know or suspect that someone is being subjected to abuse. **Please keep this leaflet in a safe place so that you can refer back to it if you need to. If you need any further information relating to any of the issues raised in this leaflet, please contact the Head of Safeguarding on the contact details above .***